WMBA Pro Bono Program PRO BONO INSTRUCTION SHEET

1. You make the first phone call:

Montana Legal Services Association at **1-800-666-6899**. If you receive a voice mail, hang up, wait about five minutes and call back. MLSA has two screeners answering the phone at any time between 9:00 am and 4:00 pm, except for lunch when there is only one on duty.

2. You participate in an eligibility screening:

- The staff at Montana Legal Services Association will talk with you to see if you are eligible for the WMBA Pro Bono Program. Be ready to disclose your income, your assets, your debts, and how many people are in your household.
- <u>If you are eligible</u> for the WMBA Pro Bono Program, the Program Coordinator will notify you of your attorney's name and telephone number.
- 3. <u>Call your pro bono attorney to make an appointment for the initial interview.</u>
 - The attorney will conduct an initial interview, but is not required to take your case or represent you.
 - The Attorney will tell the Program Coordinator whether he or she will take your case. If the attorney does not take your case, the Program Coordinator will call you with more information.
- 4. <u>Meet</u> with your attorney.
 - <u>Come prepared</u> when you meet with your attorney.
 - <u>Bring</u> copies of all letters, court documents, and other paperwork that relates to your legal issue. <u>Keep</u> copies of everything you give to your attorney. Keep them in a folder, a shoebox, anything that will keep the documents in one place and safe.
 - Be on time.
 - If you cannot come to an appointment, give the attorney at least 24 hours notice.

Contact Information

WMBA Pro Bono Program ATTN: Program Coordinator Law Center 111 N. Higgins Avenue, Suite 400 Missoula, MT 59802 (406) 721-8004